
The Office of Student Development

In collaboration with students, faculty, staff and families, the Office of Student Development facilitates students' transformation and enriches their educational experience by embracing their goals, dreams and aspirations. OSD offers opportunities for engagement in educationally purposeful activities, challenges students to develop academically and personally, provides the support necessary for them to do so, and advocates for their needs.

Student Leadership

Student leaders play a vital role in shaping campus life. While our leadership opportunities are diverse, each position carries the common goal of promoting academic excellence and purposeful engagement within and beyond the Woodbury community. Student leaders are able to effect change on campus through mentoring, advocacy, peer education and program planning. They experience the fulfillment of service, as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

Student Leader Commitment

When you make a commitment to a campus leadership position, you are making a commitment to serve your fellow students. You will be expected to make the integrity and the needs of the campus community a priority in your daily life by conducting yourself with high ethical standards, developing a thorough understanding of campus policies and procedures, and taking your role as a student advocate seriously. You will be provided with tools necessary to do this during Fall & Spring Training and in-services (2 per semester). Participation in each of these opportunities is required.

The Role of a Tutor in Our Community

Woodbury University strives to maintain a community that values academic excellence, institutional integrity and justice, equity and diversity. Each member of the Woodbury University community shares the responsibility for maintaining conditions that support the University's purpose. Campus Tutors and Supplemental Instruction Facilitators provide individual and small group subject specific and general education tutoring to all Woodbury students on a drop-in or by appointment basis, free of charge. Woodbury's Office of Student Development, Tutors and Supplemental Instruction Facilitators strive to meet each student's immediate academic needs; to help students improve their organizational, time management and general study skills; and, to foster student problem-solving, self-reliance and confidence.

Specific Tutor/ Supplemental Instruction Facilitator Responsibilities

- Attend all pre semester and congruent semester training sessions as designated by the supervisor.
- Attend and actively engage in all scheduled campus outreach activities and staff development meetings throughout the academic year.
- Attend all assigned tutoring hours, and complete required documentation/paperwork after each session
- Conduct self with high ethical standards, abiding by all Woodbury University policies and procedures.
- Develop a thorough understanding of the Tutor's Handbook, Student Code of Conduct, and the mission statement of Woodbury University and the Community
- Maintain confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Maintain a positive working relationship and communicates regularly with the Tutoring program supervisor.

Qualifications

- Maintain a verifiable cumulative and semester GPA of 3.0 or above and be in good standing with the University.
- Must have completed at least 24 units or one semester at Woodbury at time of application.
- Must have effective communication and problem solving skills in order to understand and adapt to various student needs.
- Must be willing to learn new methods and/or techniques to help students process and retain information.
- Must have patience, respectfulness and professionalism in behavior and speech.
- Must be reliable, punctual and honest.

Compensation for Tutors and Supplemental Instruction Facilitators

First Year: \$10.00/hour not to exceed 9 hours per week
Second year: \$11.00/hour not to exceed 9 hours per week

Tutors may choose to be compensated in the form of on-campus housing in lieu of an hourly rate.

Under no circumstances may your total weekly hours of on-campus work exceed 29 hour per week.

